



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

<b>Title</b> <b>Analyst I, Research &amp; Evaluation Health &amp; Senior Svs.</b> <b>[Classified Competitive]</b>			<b>Salary</b> <b>(R28) \$70,903.32 - \$101,039.58</b>
<b>Posting Number</b> <b>128-15</b>	<b>Position Number</b> <b>946004</b>	<b>Number of Positions</b> <b>1</b>	<b>Posting Period *</b> <b>From: 11/12/15 To: 11/26/15</b>
<b>Location:</b> <b>Division of HIV , STD and TB Services</b> <b>Epidemiologic Services</b> <b>50 East State Street- 3<sup>rd</sup> Floor</b> <b>Trenton, NJ 08625</b>			<b>Scope of Eligibility/Open to:</b> <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Supervise field staff of the Medical Monitoring Project, including ePAR reviews, eCATS, assigning and reviewing work. Track progress of staff with regards to project goals and benchmarks. Develop/modify protocols and standard operating procedures to conduct the MMP Surveillance project. Ensure protocols meet all quality checks and adheres to the Division Security and Confidentiality Procedures. Conduct project data analysis using SAS and producing reports of publishable quality. Present findings of data at the NJ Health Planning Group, the Governor's Advisory Council, community-based organizations or to other interested stakeholders. Assist in grant writing, annual and interim progress reports. Responses are researched and written professionally to ensure continued project funding. Conduct quality assurance activities. This position will spend up to 2 days per week engaged in field activities, inclusive of observation of staff interviews, and re-abstraction of medical records. Identify any deficiencies in staff performance and provide appropriate training. Serve as a liaison to health care providers or other agencies to facilitate the conduct of the Medical Monitoring Project. Provide technical guidance as needed to foster compliance with the Surveillance protocol. Serve as the primary point of contact to the funding agency, CDC. Participate in required conference calls, trainings and meetings sponsored by the CDC which will include out-of-state travel.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in Epidemiology, Systems Analysis, Operations Research, Mathematics, Statistics, Economics, Public Health, Public or Business Administration, Social Work, Demography, or Psychology.</p> <p><b>EXPERIENCE:</b> Four (4) years of experience involving the application of logic, mathematics, statistics, and/or economic principles in evaluating an epidemiologic, public health, medical, operations research, business or public administration, social work, statistical or economic field, one (1) year of which must have been in a supervisory capacity.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
<b>FILING INSTRUCTIONS</b>			
Forward your cover letter, resume and application for employment** to:  <b>Donna Wagner, Administrative Assistant 2</b> <b>HIV, STD and TB Services</b> <b>Reference Posting #128-15</b> <b>New Jersey Department of Health</b> <b>PO Box 363</b> <b>Trenton, NJ 08625-0363</b>		You can reply to this posting by emailing your cover letter, resume and application for employment to: <b>PSTHIVAIDS@doh.state.nj.us</b>  * Resumes received after the closing date MAY be considered if the position is not filled.  ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**